

Public  
Employees'  
Retirement  
System

# PERS Plan 3 Employer Update

State Agency and Higher Education Employers' Edition

## PERS Plan 3 Education Packets

The Department of Retirement Systems (DRS) will mail ***Journey to Retirement: PERS Plan 2 or Plan 3 Transfer Decision*** packets December 2001. The **Transfer Decision** packet will be mailed to the homes of PERS Plan 2 members who are employees of state agencies or higher education institutions.

The packet contains information to assist members in making the decision whether to stay in PERS Plan 2 or transfer to PERS Plan 3. In addition, the packet will include a summary document, and a letter that details the member's estimated March 1, 2002 PERS Plan 2 account balance and service credit, and directs them to the financial modeling software.

**Transfer Decision** packets will also be mailed to employers December 2001 for distribution to new employees hired between October 1, 2001 and March 1, 2002 (or employees who are rehired after Plan 3 launches in March 2002).

***PERS Plan 2 or Plan 3 New Member Plan Choice*** packets (for PERS Plan 2 members who first establish membership on or after March 1, 2002) will be mailed to employers February 2002. Employers should distribute **New Member Plan Choice** packets to new employees immediately upon their employment.

The ***PERS Plan 3 Investment Education*** materials will also be mailed to employers February 2002. These materials provide members with detailed information about Plan 3 investment options. The **Investment Education** materials will be available to members at the investment education seminars, so they should only be distributed to members who request them.

## Transfer/Choice and Investment Education Videos

The **Transfer Decision** video will be mailed to employers January 2002. The **New Member Plan Choice** and **PERS Plan 3 Investment Education** videos will be mailed to employers February 2002.

Employers should use the **New Member Plan Choice** video as part of their new employee orientation and provide the **Transfer Decision** and **Investment Education** videos to members for checkout upon request.

After receiving any of the materials listed above, if you find that you need additional copies, please use the appropriate telephone numbers listed under *Resources* on page 4.

Items Employers Will Receive	Date	For Whom?
<b>Journey to Retirement</b> Posters and Flyers	December 2001	PERS Plan 2 members seeking information regarding PERS seminars
<b>PERS Plan 2 or Plan 3 Transfer Decision</b> Packets *	December 2001	Plan 2 members who establish membership prior to March 1, 2002 and were hired after September 2001
<b>Transfer Decision</b> Videos	January 2002	Plan 2 members who establish membership prior to March 1, 2002
<b>New Member Plan Choice</b> packets and <b>New Member Plan Choice</b> videos	February 2002	Plan 2 members with original hire/ membership date on or after March 1, 2002
<b>PERS Plan 3 Investment Education</b> materials and <b>Investment Education</b> videos	February 2002	Members who choose Plan 3 and/or need more information about Plan 3 investments

\* This packet will be mailed directly to members' homes if they were employed prior to October 2001. Employers will also receive copies (totaling about 10 percent of their current Plan 2 membership).

## Employer Training

DRS' Employer Support Services (ESS) unit will work closely with employers to coordinate PERS Plan 3 training. In-depth PERS Plan 3 training sessions with employers began November 2001 and will continue through February 2002. The sessions cover topics such as new forms required by PERS Plan 3, new reporting requirements, and Plan 3 impacts to the Edit Message Report and the Statement of Account Activity. ESS encourages Human Resources/Benefits and Payroll staff to attend one of these workshops.

### Who should attend the training?

Staff members who answer "yes" to any of the following questions are encouraged to sign-up for one of the classes listed below. It is imperative that both the Human Resource/Benefits and Payroll sections of your organization are represented at these training workshops.

- Are you unsure of what you need to make the implementation of Plan 3 successful for your employees/members of PERS?
- Do you provide DRS forms to new employees?
- Do you enter information about new employees into your payroll system?
- Will you be providing new employees with the new packets (Transfer or Choice) that describe their retirement choices?
- Do you provide new employee orientation classes?
- Do you receive the Edit Message Report or the Statement of Account Activity from DRS?

## Registration

A schedule of classes for this year is listed below. To register for a class, e-mail [drstrain@drs.wa.gov](mailto:drstrain@drs.wa.gov) or call 1-800-547-6657 (ext. 47985) and indicate the following:

- Your name and organization, including address and telephone number
- Names of attendees
- The class you wish to attend, including the date

Employer Training Schedule	
<b>Puyallup</b>	January 11, 2002
<b>Vancouver</b>	January 15, 2002
<b>Olympia</b>	January 29, 2002 February 12 & 28, 2002
<b>Shoreline</b>	January 31, 2002
<b>Spokane</b>	February 27, 2002
<b>Ellensburg</b>	February 14, 2002

The sessions are scheduled for November 2001 through February 2002 and are planned so each employer can choose the most convenient time and location. The classes will include hands-on examples and are approximately 3.5 hours in length. We recommend that managers attend one of the earlier workshops - this will help determine what administrative changes might need to be made prior to March 1, 2002. It will also give managers an opportunity to decide which of their staff needs to attend one of the later workshops.

### Member Seminars

DRS' Plan 3 education provider, ICMA-Retirement Corporation (ICMA-RC), will offer transfer and investment education seminars for members. Transfer education seminars will begin January 2002 and investment education seminars will begin March 2002. ICMA-RC is currently contacting employers to arrange scheduling and registration for transfer education seminars. ICMA-RC will ask employers how they want members to sign-up. Members will be able to register through the transfer education Web site at <http://www.wa.gov/DRS/member/pers/2or3>. Employers should periodically review this site and inform their employees of local seminars. For questions about transfer and/or investment education seminars, contact Stephanie Dutton, Field Director with ICMA-RC, at 1-800-735-7202 (ext. 5990).

### Poster/Flyer Mailing

In December 2001, DRS will mail employers **Journey to Retirement** posters and flyers. The posters and flyers will inform members how to obtain information about, and how to register for, PERS Plan 3 transfer and investment education seminars. Employers should display the posters and flyers in prominent locations such as lunch and break rooms.

## Look for Electronic Services

In the spring of 2002, DRS will announce new electronic services that will allow employers to use the Internet to submit Correction Transmittal Reports. This process will replace the paper form employers use today. The paper form will still be accepted, but employers are encouraged to use the Internet process to ensure corrections are processed in a timely manner.

The new Internet services will also allow employers to verify the status of a new employee such as:

- Is the employee already a PERS member?
- Is a member retired?
- To what plan does a member belong?
- If Plan 2, is an employee eligible to transfer to Plan 3?
- Is the employee a new member who has up to 90 days to select a retirement plan?

## Testing Questions

Employers should submit their test files by January 2002 to allow enough time to correct any errors that may exist prior to March 2002. For questions, refer to the employer contact information below.

## Publications and Forms

The following updated publications will be made available to employers in February 2002:

- *DRS Employer Handbook*
- Plan 3 forms
- Plan 2 and Plan 3 *Member Handbooks*

## Resources

**Internet Site:** Additional information will be posted to the Web site at:

<http://www.wa.gov/DRS>

**Employers:** If you have questions, contact ESS at:

**1-800-547-6657 (ext. 47200) or (360) 664-7200**

To order additional transfer/choice packets or videos, contact DRS at:

**1-800-547-6657 (ext. 47066) or (360) 664-7066**

To order additional investment education packets and videos, contact ICMA-RC at:

**1-888-711-8773**

**Members:** If members have questions, they can contact DRS at:

**1-800-547-6657 or (360) 664-7000**